



General Secretariat (GS)

Geneva, 18 June 2020

E-mail: HRerecruit@itu.int

To the Director-General

## **Circular letter No. 26**

Subject: **Vacancy Notice No. 28P-2020/BDT-PDD/EXTERNAL/P2**

Dear Sir,

The post described in the Annex is to be filled at ITU Headquarters.

The relevant job description with the qualifications required, as well as all other useful information, is annexed hereto.

Administrations are requested to circulate vacancy notices to all potential sources of recruitment including universities, institutes, associations of engineers and the private sector as the case may be.

**I would be grateful if Administrations would invite qualified candidates and especially women candidates to apply for the above position not later than 18/08/2020 on ITU web site: <http://www.itu.int/employment/Recruitment/index.html>**

The Plenipotentiary Conference adopted the Resolution 48 (Rev. Dubai 2018), affirming that: "...when filling vacant posts by international recruitment, in choosing between candidates who meet the qualification requirements for a post, preference shall be given to candidates from regions of the world which are under-represented in the staffing of the Union, taking into account the balance between female and male staff mandated by the United Nations common system;"

Yours faithfully,

Mr. Houlin ZHAO  
Secretary-General

Annexes: **Vacancy Notice No. 28P-2020/BDT-PDD/EXTERNAL/P2**



*ITU is the leading United Nations agency for information and communication technologies, with the mission to connect the world. To achieve this, ITU manages the radio-frequency spectrum and satellite orbits at the international level, works to improve communication infrastructure in the developing world, and establishes global standards that foster seamless interconnection of a vast range of communication systems. ITU also organizes global Telecom events bringing together the most influential representatives of government and the private sector to exchange ideas and knowledge for the benefit of all.*

## VACANCY NOTICE N° 28P-2020/BDT-PDD/EXTERNAL/P2

Date of Issue: 18 June 2020

Currently accepting applications

*Applications from women are encouraged*

Functions: Junior Membership Outreach and Partnership Officer

Post Number: TD54/P2/373

Deadline for Applications (23.59 Geneva CH) :  
18 August 2020

Duration of Contract: 2 years with possibility of renewal for 2 additional years

Type of Appointment: Fixed-term Appointment Duty Station: Geneva, Switzerland

Grade: P2

### Organ:

The Telecommunication Development Bureau (BDT) is responsible for the organization and coordination of the work of the Telecommunication Development Sector (ITU-D) of the Union which deals mainly with ICT-focused development policies, strategies and programmes, as well as technical cooperation activities, to promote digital inclusion and drive digital transformation at community, country and regional levels. To effectively and efficiently serve the needs of ITU members, BDT is organized into four functional areas:

- Office of the Deputy to the Director and Field Operations Coordination Department
- Partnerships for Digital Development Department
- Digital Networks & Society Department
- Digital Knowledge Hub Department

### Organization Unit:

The Partnerships for Digital Development Department is responsible for the development of sustainable and impactful partnerships with donors, foundations, and the private sector. It further coordinates the delivery of these resources to meet the needs of the membership in accordance with World Telecommunication Development Conference (WTDC) and ITU Plenipotentiary Conference (PP) outcomes. This department is also responsible for project design and support, and

contributes actively to the implementation of the regional initiatives. Finally, this department is charged with defining the BDT membership strategy and for the sound management of the ICT Development Fund.

### Duties / Responsibilities

Under the supervision of the Chief of Department and the day to day supervision of the Head, Membership and Private Sector Service, the incumbent performs the following duties:

- Researches and prepares briefs prior to meetings and conference calls with membership, follow-up of meetings with Sector Members to strengthen the relationship with ITU-D Sector Members, Associates and Academia.
- Participates and assists with design of data collection tools for better segmentation of membership portfolio; identifies problems/issues and prepares preliminary recommendations for improvement of membership engagement.
- Maintains, updates, and revises the content of the ITU-D Membership in CRM and ITU-D website; proposes improvements and enhances the ITU-D Sector Membership website and other outreach materials. Reviews and proposes outreach opportunities for prospective new members.
- Contributes to the preparation of various written outputs, e.g. draft background papers, presentations, analytical notes, sections of reports and studies.
- Uses tools and platforms to identify to new prospects and prepares the outreach approach to each prospect.
- Supports the Service in the implementation of high-level platforms for Membership (such as the Industry Advisory Group for Development Issues - IAGDI, and the Private Sector Chief Regulatory Officers - CRO meeting) which includes, amongst others: developing action plan work plan, content research, and analysis and prepares recommendations.
- Carries out research and monitors the membership outreach and engagement initiatives, mainstreaming opportunities for engagement within ITU-D's menu of products and services, projects, ITU-D Study Groups and other platforms for collaboration.
- Sustains relationships with the ITU-D membership, liaising with existing members and analyses the possible causes for membership cancellation, suspensions, and exclusions. Receives visitors and answers requests for general information by members or potential members of ITU-D, by administrations and organizations concerning matters falling within the responsibility of the Service, namely, member's rights and obligations. Membership benefits, approval procedure and costs.
- Performs other related duties as assigned.

### Competencies

- **Core Competencies:** Applying Expertise; Effective Communication; Learning and Knowledge Sharing; Organizational Commitment; Results-Focused, and; Teamwork and Collaboration.
- **Essential Functional Competencies:** Analysis, Judgement and Decision-Making; Client and Service Orientation; Innovation and Facilitating Change; Networking and Building Partnerships, and; Planning and Organizing.
- **Essential Technical Competencies:** Knowledge and ability to manage CRM, prepare briefings and company profiles, use tools and platforms to reach out to prospects.

## Qualifications required

### Education:

University degree in Business Administration, International Relations, or a related field or education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the fields above.

### Experience:

At least three years of progressively responsible experience in the field of the post, including at least two at the international level. An advanced degree in a related field can be considered as a substitute for one year of working experience. A doctorate in a related field can be considered as a substitute for two years of working experience.

### Languages:

Knowledge of one of the six official languages of the Union (Arabic, Chinese, English, French, Russian, Spanish) at advanced level and knowledge of a second official language at intermediate level. Knowledge of a third official language would be an advantage. (Under the provisions of Resolution No. 626 of the Council, a relaxation of the language requirements may be authorized in the case of candidates from developing countries: when candidates from such countries possess a thorough knowledge of one of the official languages of the Union, their applications may be taken into consideration.)

### Additional Information:

#### **Salary:**

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and pension fund deductions) in US dollars and a post adjustment (PA) (cost of living allowance). The PA is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances.

Annual salary from \$ 47, 895 + post adjustment \$ 37, 598

Other allowances and benefits subject to specific terms of appointment, please refer to <http://www.itu.int/en/careers/Pages/Conditions-of-Employment.aspx>

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Applicants will be contacted directly if selected for written test. Interviews may be used as a form of screening.

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For further information concerning the Conditions of Employment please click [the following link](#)

Applicants will be contacted only if they are under serious consideration

Currently accepting applications



ITU is a smoke-free environment